

## Fall 2004

The *School Food Services News* is published three times per year (fall, winter and spring) and is available on the School Food Services Web page.

# NEWS

## School Food Services

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**Click here to contact our staff:**

[www.dese.mo.gov/divadm/food/staff.html](http://www.dese.mo.gov/divadm/food/staff.html)

## Director of School Food Services Retires



Willene Alley retired after 32 years with DESE's School Food Services Section.

Willene Alley, Director of School Food Services, retired Sept. 1, 2004, after 32 years with the School Food Services Section of the Department of Elementary and Secondary Education.

Willene received her bachelor's degree from Drury University in home economics and a master's degree in public administration from the University of Missouri-Columbia.

While at DESE, Willene served on the task force for the Hunger Relief Act, which mandated the breakfast program in the state of Missouri. As a member of the Jackson County Working Group, she focused on issues relating to program access for needy children. She was responsible for initiating the School Food Services Section's successful Web-based application and claim system.

Willene saw many changes over the years in the child nutrition programs, and her expertise was an asset to the School Food Services Section.

Willene is originally from Springfield, Mo. After graduating from college, she worked for Stouffers Hotel Division in St. Louis and in Cincinnati, Ohio, before moving to Jefferson City. Willene and her husband, Bill, have two children, Austin and Curtis, who are both currently in college.

Willene is to be commended for her 32 years of devoted service to the child nutrition programs and the children they serve.

Karen Wooton is the new director. She began as a supervisor in the School Food Services Section in 1990 and has been assistant director since 1998.



Karen Wooton and Willene Alley celebrated Willene's years of service with School Food Services staff.

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## Important Links

### MSFSA Web Site

The School Food Services Web site is linked to the Missouri School Food Service Association's (MSFSA) Web site. Check *Additional Sites of Interest* at the bottom of our home page. For more information about MSFSA, go to their Web site at [www.msfsa.net](http://www.msfsa.net).

### National Food Service Management Institute

Every year the National Food Service Management Institute (NFSMI) presents satellite seminars in April and October and live interactive teleconferences in January and August. Check the link on our home page under *Additional Sites of Interest*. The NFSMI Web address is [www.nfsmi.org](http://www.nfsmi.org). Click on *Educational Opportunities* for satellite seminar information.

### Resource Materials

New Educational materials/resources will be provided to the LEA on our Web site: [dese.mo.gov/divadm/food](http://dese.mo.gov/divadm/food). Check the link on our home page under Resource Materials.

### USDA Announces Reimbursement Rates

Federal assistance rates of reimbursement as announced by USDA for the period of July 1, 2004 to June 30, 2005 can be found on our Web site at [dese.mo.gov/divadm/food](http://dese.mo.gov/divadm/food).

## Check Out School Food Services' Web Site Additions

School Food Services now offers a variety of new tools online for your convenience. Following is a description of each new addition found on the School Food Services' Web site: [dese.mo.gov/divadm/food](http://dese.mo.gov/divadm/food).

- The **Resource Materials** button provides access to new tools and will be updated as new resource materials become available. Currently available are order forms for *Fruits and Vegetables Galore* and the *Nutrition and Physical Activity the 100 Way* curriculum; the Pen and Ink changes to the *Food Buying Guide*, the *Food Buying Guide* manual; the 2003 workshop presentation of *Understanding Weight Issues of Missouri's Children*; and *Promoting Healthy Weight in Missouri's Children*.

- The **Statistics** button provides statewide statistics. Currently available are the Percent Daily Participation of Average Daily Attendance for elementary schools, middle schools, high schools, and all schools combined beginning with school year 2001-2002. The site offers information on statewide student charges for lunch, breakfast, and after school snack for elementary, middle, and high school levels. Lunch and breakfast participation by year and month can be accessed here also. The site also offers reimbursement rate comparisons for lunch, breakfast, after school snack, and the special milk program beginning in 1991.

- The **USDA Guidance Policies** button contains information on federal and state procurement rules for public schools (3016), nonpublic schools (3019) and Chapter 34 of Missouri Procurement Rules.

## New Web Application Functions Available

School Food Services now offers additional information on the Web Application system located at <https://k12apps.dese.mo.gov/webapps/logon.asp>. Following is a description of each new function.

- Login and click **School Food Services**; this will take you to the Menu page. Please note the red lettering that announces new and important information about necessary Web submissions.

- Login and click **School Food Services**, then select Application Agreement, and scroll down to part 14. Local Education Agencies (LEAs) can now view the last time the State agency visited. The date, the type of visit and the person who conducted the review will be listed.



## 2003-2004 Coordinated Review Effort (CRE) Results

During the 2003-2004 school year, School Food Services conducted 176 CREs. Seven of the Local Education Agencies (LEAs) did not meet Performance Standard 1. Performance Standard 1 evaluates student eligibility determinations, meal counting, and claiming procedures for accuracy. Please take extra care when determining student eligibility, meal counting, and claiming to ensure that your school is providing the State agency with an accurate count of free, reduced, and paid meals served.

The 2004-2005 school year marks the second year of a new CRE/School Meals Initiative (SMI) cycle, which runs for a series of five years. All LEAs in Missouri will be reviewed within the next five-year period.

## Congratulations to Missouri on a Job Well Done!

Congratulations to the following people who were recognized for their achievements at the Annual National Convention of School Nutrition Association (SNA formally known as ASFSA, American School Food Service Association):



- Paula Kullman, of Fox C-6 School District in Arnold, Mo., was awarded the President's Award of Excellence on behalf of MSFSA for over 500 new SNA membership recruits.
- Doris Layman, of St. Louis City School District, St. Louis, Mo., was awarded the Outstanding Director of the Year Award for the Midwest Region.
- Clara Proudfit, of North Kansas City 74 School District, Kansas City, Mo., was awarded the Heart of the Program Award for the Midwest Region. This award recognizes the valuable program contribution of school foodservice and nutrition employees who work with their manager to prepare and serve appetizing meals to children.
- Penny Verhoff, of Jefferson City School District, Jefferson City, Mo., was awarded the Louise Sublette Award of Excellence for the Midwest Region. This award is given to a person who has taken a special idea, developed it into a goal, and used it to help the school's nutrition program grow. The Louise Sublette Award of Excellence is considered the highest honor a foodservice professional can earn.

## USDA's 2004 Best Practices Awards

The following awards and recognition from USDA go to the following recipients:

- Leah Schmidt, of Hickman Mills C-1, Kansas City, Mo., was awarded a Certificate of Appreciation in the category of Increasing School Breakfast Program Access. Leah promoted School Breakfast Week, Lucky Tray Day, and the Green Eggs and Ham for Dr. Suess' Birthday campaign in her district.
- Pat Brooks, of Columbia 93 School District, Columbia, Mo., was awarded a Certificate of Appreciation in the category of Healthy School Nutrition Environment. Pat involved her students in the "5-A-Day" Program and took the initiative to supply healthy food choices in school vending machines.

Congratulations to all recipients and nominees in the various categories of the Best Practices Awards.

## National School Lunch Week 2004 October 11-15, 2004

Reach new heights by participating in National School Lunch Week (NSLW). The theme is "Reach Your Peak with School Lunch." NSLW will

be observed October 11-15, 2004. Climb higher to obtain a great food service program. To learn more and obtain helpful and fun new resources to help celebrate NSLW, visit [www.asfsa.org](http://www.asfsa.org).



## School Food Services Calendar

### JULY

- 1
  - Regular Term Application/Agreement available on Web for renewal
  - Revenue and Expenditure Report available on Web for 2003-2004 school year (nonpublic schools)
- 15
  - June Regular and Summer Term Claim due
  - Commodity Open Order deadline, noon (August delivery)
  - Value of Commodity Food Report mailed to schools
  - Monthly Processed Product order due, deadline, noon \*
  - Direct Certification Material available on Web
  - Perform and document monthly edit check on daily meal counts

### AUGUST

- 15
  - July Regular and Summer Term Claim due
  - Annual Secretary of the Board Report deadline (public schools only)
  - Commodity Open Order deadline, noon (September delivery)
  - Monthly Processed Product order deadline, noon \*
  - Perform and document monthly edit check on daily meal counts

### SEPTEMBER

- 1
  - Update Methods of Collection and Meal Counting Form (if necessary)
  - August Regular and Summer Term Claim due
  - Commodity Open Order deadline, noon (October delivery)
  - Monthly Processed Product order deadline, noon \*
  - Perform and document monthly edit check on daily meal counts
  - Revenue and Expenditure Report available on Web for 2003-2004 school year (public schools)

### OCTOBER

- 15
  - September Regular Term Claim due
  - Application Agreement Renewal deadline
  - Commodity Open Order deadline, noon (November delivery)
  - Monthly Processed Product order deadline, noon \*
  - Perform monthly edit check on daily meal counts
- 31
  - Count approved applications for verification

### NOVEMBER

- 15
  - October Regular Term Claim due
  - Commodity Open Order deadline, noon (December delivery)
  - Monthly Processed Product order deadline, noon \*
  - Perform and document monthly edit check on daily meal counts

### DECEMBER

- 15
  - November Regular Claim due
  - Commodity Open Order deadline, noon (January delivery)
  - Monthly Processed Product order deadline, noon \*
  - Verification process must be completed
  - Perform and document monthly edit check on daily meal counts

### JANUARY

- 15
  - December Regular Term Claim due
  - Commodity Inventory Report deadline (Food Management schools only)
  - Verification summary due
  - Commodity Open Order deadline, noon (February delivery)
  - Monthly Processed Product order deadline, noon \*
- 31
  - On-site reviews completed prior to February 1
  - Perform and document monthly edit check on daily meal counts

### FEBRUARY

- 3
  - Commodity Processing Packet due (subject to change)
- 15
  - Commodity Open Order deadline, noon (March delivery)
  - Monthly Processed Product order deadline, noon \*
  - January Regular Term Claim due
  - Perform and document monthly edit check on daily meal counts

### MARCH

- 15
  - February Regular Term Claim due
  - Commodity Open Order deadline, noon (April delivery, last delivery for the school year)
  - Monthly Processed Product order deadline, noon \*
  - Perform and document monthly edit check on daily meal counts

### APRIL

- 15
  - March Regular Term Claim due
  - Renewal of Summer Term Application Agreement available
  - Perform and document monthly edit check on daily meal counts

### MAY

- 1
  - Free and Reduced Price Meal Benefit Form and Direct Certification booklet available online
- 15
  - April Regular Term Claim due
  - Perform and document monthly edit check on daily meal counts

### JUNE

- 15
  - May Regular and Summer Term Claim due
  - Perform and document monthly edit check on daily meal counts

\* Monthly processed commodity items include salad dressing, margarine, eggs, cheese, and dry milk.